

*** REISSUED ***

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION
Announces
OPEN COMPETITIVE EXAMINATION
For
DIRECTOR OF WEIGHTS AND MEASURES A

LAST FILING DATE: **October 1, 2018**
EXAMINATION DATE: **November 3, 2018**

STATE NO. 64981
LOCAL NO. 3057

NON-REFUNDABLE \$10.00 APPLICATION FEE REQUIRED
(CHECK OR MONEY ORDER ONLY – NO CASH)

LOCATION/ VACANCIES: This examination is being held to establish an eligible list to be used as vacancies may exist or occur at the Warren County.

SALARY: \$50,000-\$65,000 anticipated range; Salary set by the Warren County Board of Supervisors at the time of appointment.

RESIDENCY: Candidates must have been a legal resident of Warren County for at least four months immediately preceding the date of the exam. Preference in appointment may be given to those candidates who reside in the agency or district where the vacancy occurs.

MINIMUM QUALIFICATIONS: Either:

(A) Satisfactory completion of 24 semester credit hours in the physical sciences*, engineering sciences, electronics sciences**, mechanical technology and/or mathematics*** from a regionally accredited or New York State registered college or university; or

(B) Two years full time experience where the primary functions/responsibilities include any one of the following:

1) Enforcing weights and measures laws and regulations and inspecting and testing of devices and packaged commodities;

2) Inspecting, testing and repairing commercial and/or industrial weighing and/or measuring devices per manufacturer's specifications and tolerances;

3) Inspecting and testing both quality and quantity of packaged or manufactured goods using precision scales/balances and other precision measuring equipment, performing data reduction, and assessing compliance of the results with appropriate specifications and tolerances.

4) Conducting chemical or physical analyses using precision scales/balances and other precision measuring equipment, performing data reduction, and assessing compliance of results with the appropriate specifications and tolerances; or

(C) An equivalent combination of training and experience as defined within the limits of (A) and (B).

*Physical sciences include chemistry (inorganic chemistry, biochemistry), earth science (meteorology, astronomy, geology) and physics.

**Electronics sciences do not include course work in electricity; electricity is a science that deals with the laws of electricity, while electronics is a branch of physics that deals with the emission, behavior, and effects of electrons (in tubes and transistors) and with electronic devices.

***Mathematics includes course work in accounting, economics, etc., provided primary focus of the course is manipulation of numbers.

NOTE: Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements on the

following basis; 8-15 hours per week is 1/4 time; 16-23 hours per week is 1/2 time; 24-31 hours per week is 3/4 time; 32+ hours per week is full time.

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT: This class requires extensive travel. Appointees will be required to possess a valid New York State Motor Vehicle Operator's License or otherwise demonstrate a capacity to meet the transportation needs of the class to perform field work responsibilities.

DUTIES: (illustrative only) The Director of Weights and Measures is responsible for administering and enforcing the provisions of Agriculture and Markets Law, Rules and Regulations as they relate to weights and measures and performs other duties as directed by the Board of Supervisors which may include services designed to aid and protect consumers. The incumbent will take charge of and safely keep the municipal standards as prescribed by statute, and maintain a complete record of work performed. The Director has access to all places of business, buildings or premises to inspect, test and ascertain if weights and measures, weighing and measuring devices and systems and accessories are correct and being used correctly. The Director may supervise part-time or seasonal assistants as assigned. Although employed by the local legislative body, the Director is subject to the direction and supervision of the Commissioner of Agriculture and Markets, and his authorized representatives. The Director will perform related duties as required.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. *Inspection and interviewing techniques:* These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.

2. *Preparing written material:* These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

3. *Determining the accuracy of scales:* These questions are designed to test a candidate's ability to determine if weighing scales are reading accurately and, if not, the extent of error associated with each scale. The candidate is shown a test load and given the weights of single units in the load and must calculate the total weight of the test load. The candidate is also shown two separate scale readings and must determine if either or both readings are fast or slow and by how much.

Knowledge of addition, subtraction, multiplication and division will be necessary. Specific knowledge of weights and scales is not required.

4. *Understanding and interpreting written material:* These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

5. *Weights and measures:* These questions test candidates' knowledge of the various types of weighing and measuring devices and systems commonly used throughout business and industry. They deal with, but are not necessarily limited to, such areas as:

- The conversion of weights and measures from the Metric System to the English System and from the English System to the Metric System;

- Types of linear and liquid measuring devices in common use;
- Various types of weighing devices in common use;
- Basic construction and operation of the various types of weighing and measuring devices in common use.

NOTE: *The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>*

NOTE: *Candidates are **RECOMMENDED** to use quiet, hand-held solar or battery powered calculators. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are **PROHIBITED**. No books or reference material will be allowed into the examination site. Cell phones and other electronic communications devices are **PROHIBITED**.*

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: www.warrencountyny.gov/civilservice. Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application Fee Waiver: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete the Exam Fee Waiver and Certification section on the application or submit the "Application for Fee Waiver and Certification" form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

Veteran's Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information on veteran's credits may be obtained at the Warren County Department of Civil Service Administration.

NOTE: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, notify this office of this matter when you submit your application for examination.

Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Multiple Exams Scheduled for the Same Date: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at

one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
4. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: www.warrencountyny.gov/civilservice . Candidates will NOT be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
9. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
10. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo extensive investigation of criminal history and background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

REISSUED: September 20, 2018

**Patricia C. Nenninger
Personnel Officer
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WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

View all examination announcements on line at: www.warrencountyny.gov/civilservice